

CITY OF BURBANK

UTILITY RATES AND PROGRAMS ANALYST

DEFINITION

Under general direction, to conduct complex analyses including utility rate, cost benefit, and efficiency program studies; and perform related work as required.

ESSENTIAL FUNCTIONS

Develops, performs and analyzes the cost of services and rate comparisons for water and electric utilities; develops, revises, and recommends water and electric rates, including specialized rates for electric vehicles, solar energy, or other renewable energy sources consistent with utility revenue requirements and regulatory goals; analyzes customer consumption usage and makes appropriate recommendations for changes in rates and programs to achieve efficiency goals; analyzes proposed water and electric demand and supply projects using consistent financial and planning assumptions; assists in budgeting and forecasting electric and water revenues; serves as a technical resource, provides expertise, and answers inquiries from staff, rate consultants, customers, and various groups including, but not limited to other agencies, boards, commissions, and City Council; assists in presenting rate proposals to various boards, commissions, the City Council, and the public; performs, assists, and oversees special projects and other utility power, water supply, accounting, and financial functions as assigned; meets with contractors, vendors, and outside agencies regarding project requirements; reviews work of other staff regarding rates and rate programs; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles of utility rate structures; methods of determining optimal allocation of resources and risk assessment; principles, practices, and techniques of complex financial analysis, planning, auditing, budgeting, and forecasting; general principles of municipal and utility financial accounting; planning concepts as it relates to finance, electricity, and water efficiency, planning concepts, and tools; research techniques; federal, state, and local laws, rules, regulations, and policies regarding rates, rates structures, and utility operations; principals and practices of sound personnel and management.
- Skill in – creating, reviewing, and analyzing complex spreadsheets; modeling and analysis techniques; utilizing computers and a variety of computer software including Microsoft Office.
- Ability to - organize and prioritize tasks; analyze problems and develop effective solutions; analyze, comprehend, and apply administrative, departmental, and City policies, procedures, legislation, and regulations; perform a variety of advanced professional, technical, and analytical duties regarding utility rates; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Arts/Science Degree in accounting, business administration, economics, finance, mathematics, energy and resources studies, or a closely related field; two years of energy or utility sector experience; and preferably including one year of supervisory experience.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

Supplemental Information

None.